

CITY OF HAMILTON

CITY MANAGER'S OFFICE (LOCATION – CITY HALL, 71 MAIN STREET WEST)

SENIOR ADVISOR, GOVERNMENT RELATIONS

OVERVIEW

The Director of Government Relations and Strategy is responsible for leading the City of Hamilton's governmental relations strategy, while overseeing and tracking the implementation of the City's strategic plan.

Reporting to the Chief of Staff to the City Manager and supporting the Senior Leadership Team (SLT), this role plays a pivotal part in fostering strong relationships with all levels of government and community stakeholders, ensuring that the City's key initiatives align with its broader strategic goals. With direct oversight of government and stakeholder relations—including federal and provincial governments, senior public sector partners, and local municipal stakeholders—the Director drives the development and execution of the City's government relations strategies. Supported by a team of specialists, this position is essential in advancing the City's long-term vision and securing successful partnerships and collaboration across sectors.

RESPONSIBILITIES

Plan, develop, oversee, and track government relations strategies and city-wide strategic projects and initiatives on behalf of the corporation.

Provide leadership in implementing Corporate strategic plans, initiating, and overseeing key strategic initiatives, and tracking progress.

Develop and foster strong working relationships with federal and provincial governments, senior public sector partners, and community stakeholders on both public and confidential matters. Maintain a positive corporate image with other levels of government through a variety of channels and strategies.

Act as a primary advisor to the City Manager, Chief of Staff and Senior Leadership Team (SLT) on government relations and strategic issues, providing advice on complex corporate issues, policy development, and strategic initiatives.

Make recommendations to the City Manager and Chief of Staff to enhance service delivery and strengthen government relations, identifying opportunities for collaboration with other levels of government.

Lead the development and implementation of a corporate governmental relations strategy, including advocacy and engagement priorities for Council and the City's leadership team.

Provides support to Advisory Committees, Boards, and Committees as required.

Oversee the Community Enrichment Fund.

Represent the City at various public meetings and with external government bodies, presenting the City's position on key issues and actions.

Liaise with key contacts in other municipalities, provinces, and federal and governmental agencies to develop effective working relationships, obtain necessary information, propose policies, and handle issues consistent with the City's plans and strategies.

Conduct and oversee research, policy analysis, and report preparation to present the City's position on legislative and governmental matters.

Manage the receipt, response, and tracking of correspondence from other levels of government and community partners, ensuring timely and accurate communication to support collaborative initiatives and the City's strategic goals.

Provide timely information to the Mayor and Council, City Manager, SLT, and staff on governmental issues and opportunities, and progress on the strategic plan.

Foster partnerships with municipal stakeholders, public sector partners, and other external organizations to attain shared goals and drive the City's strategic objectives.

Provide strategic advice to the City Manager and other members of SLT for governmental strategies on term of council priorities and other strategic City initiatives.

Lead cross-departmental projects as required.

Manage and forecast budgets for the team, ensuring financial sustainability and providing input to departmental clients on resource allocation.

Ensure that services and strategies are delivered in alignment with City and Provincial guidelines and consistent with the City's Mission, Vision and Values, reflecting the City's commitment to excellence.

QUALIFICATIONS

1. Progressive management experience in the field of Political Science, Public Policy, Government Relations, or Business, normally acquired through a University Degree in a related field from a recognized university or an equivalent combination of education and related work experience.
2. Demonstrated political acumen, with experience working in a political environment, such as a cabinet minister's office or a government relations firm, considered an asset.
3. Extensive and progressive management and senior leadership experience, preferably in the public sector.
4. Proven ability to lead and inspire a high-performing multidisciplinary professional team, with expertise in areas including equity, diversity, inclusion, accessibility, and policy analysis.
5. Highly developed strategic thinking skills with a proven track record in long-term planning and proactive leadership.
6. Exceptional communication skills, both oral and written, with the ability to articulate a clear vision and inspire others to achieve strategic goals.
7. Strong interpersonal and consulting skills, with the ability to build relationships, manage confidential issues, and provide sound advice in high-pressure situations.
8. Excellent customer service and client management skills and a customer-centric approach.
9. Ability to manage multiple complex projects, demonstrating flexibility and adaptability to meet changing demands and deadlines.
10. Ability to work effectively with elected officials, representatives of other levels of government, management, peers, staff, and the general public.
11. Thorough knowledge and understanding of statutes, regulations, standards, and by-laws that govern municipal operations.

12. Strong problem-solving, analytical, and research abilities, with a keen attention to detail.
13. Proficiency in computer software applications (e.g., Microsoft Office).